

IMS2024 Booth Staff Registration Process

Log into your Exhibitor Console and select “Exhibitor Registration”.

24ims

Welcome to your Dashboard

IMS
Connecting Minds. Exchanging Ideas.

Administration Directory Content Visitor Statistics

COMPANY INFORMATION

PUBLIC FLOORPLAN

EXHIBITOR RESOURCES

- Submitted Exhibit Space Application/Contract
Submitted Order Contract Agreed On 6/16/2023, 3:15 PM
- Exhibitor Planning Guide
Not Specified
2/29/2024, 1:00 AM to Unknown Date
- Exhibitor Registration**
Please click on the link to the IEEE MTT-S International Microwave Symposium 2024 Exhibitor Login Page:
YOUR PASSWORD IS YOUR EXHIBITOR ID, WHICH IS PRINTED ON YOUR BOOTH SPACE INVOICE. IT STARTS WITH THE LETTER 'T'.
[IEEE MTT-S International Microwave Symposium 2024 Exhibitor Login](#)
1/19/2024, 1:00 AM to Unknown Date

MY BOOTHS

MY BOOTHS	SIZE	DIMENSIONS	SHARE
2254	100.000	10' x 10'	

ACCOUNTING TRANSACTIONS SUMMARY

ADMIN CONTACT:

Select your company from the drop-down menu and enter your Exhibitor ID as the password.



International Microwave Symposium 2024 Exhibitor Login








Select your company ...

Password ...

YOUR PASSWORD IS YOUR EXHIBITOR ID, WHICH IS PRINTED ON YOUR BOOTH SPACE INVOICE. IT STARTS WITH THE LETTER "T"

If you don't have your password, click 'Forgot Password?' and it will be sent to the main contact on the account.

Sign In

 Roster
 Register Staff ▼
 Add Booth Staff
 Re-Register Staff
Invite Customers >
Invoice/Receipt
 Housing
 FAQs
 Capture Leads On-site
Log Out >

Roster	<i>Shows the badge allotments for your company and the roster of registered staff. Confirmations can also be sent from this page.</i>
Add Booth Staff	Add your Staff here
Re-Register Staff	<i>For returning companies - Easily select registrants from your IMS2023 registration list to add them for IMS2024</i>
Invite Customers	<i>Send customers an invite to attend the Exhibition</i>
Invoice/Receipt	<i>Review and print Invoice and/or receipt</i>
Housing	<i>Access the housing portal; Make your hotel reservations by May 23</i>
FAQs	<i>Frequently Asked Questions</i>
Capture Leads On-site	<i>Order lead retrieval services – take advantage of best pricing by ordering by May 3</i>

“REGISTER STAFF” Page

The company address will be populated. Scroll down to “Add Booth Staff”.

Fields with an * are required.

First Name * Last Name * Job Title * Email * Badge Type * (What's This?)

First Name 1 Last Name 1 Title 1 Email 1 Please Select

Cancel Registration

Badge Type must be selected before adding another Exhibitor

Continue Registration

Enter staff Name, Job Title, and Email, then choose the badge type.* Main contacts must register if attending IMS.

If an IMS Conference Pass is chosen, this will act as the conference pass **AND booth staff badge. These badges will also allow access to the exhibition floor during set up, before, during, and after exhibit hours, and during teardown.*

Note: Discounted conference passes DO NOT count toward your exhibitor booth staff badge quota:

Badge Type * (What's This?)

Please Select

Please Select

Exhibitor Booth Staff (\$0)

IMS Conference Pass (\$135.00)

IMS Conference Pass (\$545.00)

Continue Registration

Every Paid 10x10 Booth Space is allotted

- 8 Exhibitor Booth Staff badges
 - 1 IMS Sessions Pass at \$135
 - 2 IMS Sessions Passes at \$545 each
- Exhibitor Conference Registrations over and above the discounted allotment should contact aufland@horizonhouse.com

To add multiple staff: Click **Add Another Exhibitor** until done. When finished, click **Continue Registration**. Follow the prompts to make your payment or complete registration.

Each exhibitor should only have one badge that is attached to one email address.

*Once registered as an exhibitor, registrants will be able to purchase additional conferences, workshops, bootcamps and special events using the **Registration Resource Center**. Each exhibitor will need their badge number and the email address that they were registered with to upgrade their registration.*

“RE-REGISTER STAFF” Page

The screenshot shows the 'Re-Register Staff' page. On the left is a dark sidebar with navigation options: Register Staff (selected), Add Booth Staff, Re-Register Staff, Invite Customers, Invoice/Receipt, and Housing. The main content area has a title 'Re-Register Booth Staff from IMS2023' and a sub-header. Below the title is a paragraph: 'For your convenience, we have pre-populated your booth staff from the last event. Simply click beside the name(s) and then click the "Register Selected Booth Staff" button to register them for the current event.' A note follows: 'Note: If you need to review/update the contact information for the booth staff added, go to the Roster and click on the Edit Badge icon in the "Options" section.' A blue 'Check All' button is present. At the bottom is a table with columns: First Name, Last Name, Title, Phone, and Email.

If your company participated in IMS2023, the names of booth staff will be populated here. You can select and register these booth staff again.

“ROSTER” Page

In the “Roster” page you can view badge allotment and send email confirmations to staff.

The screenshot shows the 'Booth Staff Roster' page. The sidebar on the left includes: Home, Roster (selected), Register Staff, Add Booth Staff, Invite Customers, Invoice/Receipt, Housing, FAQs, Capture Leads On-site, and Log Out. The main content area is titled 'Booth Staff Roster' and 'Booth Staff Roster for MCV Microwave East Inc.'. It features three 'BADGE ALLOTMENT' summary cards. The first card shows: Booth Staff Badges: 8, Currently Registered: 5, Total Badges Available: 3. The second card shows: \$135 IMS Sessions Pass: 1, Currently Registered: 0, Total Badges Available: 1. The third card shows: \$530 IMS Sessions Pass: 2, Currently Registered: 0, Total Badges Available: 2. Below these cards are buttons for 'Download', 'Print', and 'Email All', and a search box. At the bottom is a table with columns: Badge, Name, Exhibitor Type, Email, Options, and Confirmation Sent. A row is visible with Name: Marian I, Exhibitor Type: Exhibitor, and Confirmation Sent: Not Sent.

“INVITE CUSTOMERS” Page

This page provides 3 easy ways to invite customers and prospects to attend the IMS Exhibition and visit your booth.



Pass your code along to your customers



Unique promotional registration link



Complimentary Invite a Customer email service